Outreach Director
Kansas Historical Foundation (aka Kansas State Historical Society, Inc.)
6425 SW 6th Avenue, Topeka, Kansas

Position Summary
Under the direction of the executive director & CEO and in concert with the goals and objectives of the executive committee of the board of directors, the outreach director builds the audience to financially support the work of the Kansas Historical Society. This position involves extensive statewide travel and speaking engagements. This is a new position with the Kansas Historical Foundation to strategically address substantially increasing awareness of the Kansas Historical Society to increase membership and small annual donors (up to $1,000 per year) as financial support to the Historical Society.

Duties and Responsibilities
40% Public outreach, 35% development
- Manage all aspects of the membership program
- Create and implement a plan to bring new members and annual donors to the organization
- Create and maintain positive relationships with members and donors, informing them of the activities of the organization and how their membership and gifts make a difference
- Solicit board members to bring groups of between five to 15 people to the Historical Society presentations and behind-the-scenes tours
- Actively engage in speaking opportunities around the state to promote the Historical Society
- Create an annual giving solicitation campaign for current and past donors
- Work closely with Historical Society staff members to enhance audience development
- Create and implement public engagement plan to build loyalty to the Historical Society

15% Support to board of directors and executive committee
- Serves as staff for the many executive committee and board of directors committee meetings by facilitating communications and developing meeting materials; also plans and facilitates the annual board of directors and members meeting
- Facilitates the development of new executive committee and board members
- Provides the executive committee and board members with tools to serve as advocates for the Kansas Historical Foundation and the Kansas Historical Society

10% Analysis and planning
- Develops, with the executive director & CEO, the overall strategic plan and other program plans with emphasis on performance-based customer service to our audiences
- Other duties as assigned

Minimum Qualifications
Training and Experience
Bachelor’s degree and three years of professional experience in a related field are required.
Knowledge, Abilities and Skills
Proven excellent written, oral, and interpersonal communication skills and the ability to work independently as well as part of a team are essential. Complex problem solving, independent decision-making, and technical skills are also essential. The ability to speak comfortably in front of various groups in support of the work of the Historical Society is essential.

Preferred Skills
Experience in membership recruitment and retention, including use of a broad range of membership tools from direct mail and electronic campaigns to social media. Knowledge of database management.

Benefits
Benefits include single premium health insurance, vacation/sick leave, up to 3 percent employer match on 403(b) retirement plan and an excellent work environment.

Please send cover letter, resume and list of three references to Vicky Henley, 6425 SW 6th Avenue, Topeka, KS 66615-1099; email vicky.henley@ks.gov. Review of application begin March 27, 2020.